

## **5006 - POLICE CAPTAIN**

### **NATURE OF WORK**

**This is highly responsible supervisory and complex protective service work planning, organizing, staffing, directing, and controlling the daily operations of a platoon, shift, or unit, District Area or Zone or District within a division of the City's Police Department.**

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

**Schedules, supervises, and coordinates the activities of the platoon, shift, or unit assigned.**

**Prepares and oversees the preparation of reports and records relevant to assigned functions.**

**Oversees investigations, special patrol operations, or specific projects as appropriate.**

**Analyzes crime reports and statistics and trends.**

**Reviews administrative policies and procedures and implements within platoon, shift, or unit assigned.**

**Serves as liaison with public and civic boards representing the Police Department.**

**Evaluates and counsels subordinates, initiating disciplinary actions and commendations as appropriate.**

**Oversees platoon, shift or unit level training activities.**

**Maintains and improves knowledge, skills and abilities.**

**Performs related work as required.**

**Staff duty responsibilities.**

**Manage objectives on Federal/State Grants (Narcotics - S.I.U.).**

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Thorough knowledge of the procedures, practices and proper methods of modern police administration with special reference to patrol, investigation and training activities.**

**Thorough knowledge of the rules and regulations of the Police Department. Thorough knowledge of applicable federal and state laws and City ordinances.**

**Thorough knowledge of the modern methods and practices of crime prevention and criminal investigations and identification.**

**Considerable knowledge of the literature of police administration with particular reference to the field of assignment.**

**Considerable knowledge of the use of police records and their application to the solution of police problems.**

**Skill in the use and care of firearms and related police equipment.**

**Demonstrated ability to command the respect of officers and to assign, direct, and supervise their work.**

**Ability to maintain or supervise the maintenance of adequate police records and vehicular and**

**technical equipment and to prepare clear and definitive reports of activities.**

**Ability to analyze, prepare and present in written form, fiscal needs for incorporation into the annual budget request for the department.**

**Ability to express ideas clearly and concisely, both verbally and in writing, to individuals or to groups.**

**Ability to establish and maintain effective working relationships with departmental officials, City officials, other City employees, officials of other agencies, professional groups, and the general public.**

## **MINIMUM REQUIREMENTS**

**Graduation from high school or equivalent and extensive experience in law enforcement and protective services. Experience can substitute for education on a year-for year basis.**

## **PHYSICAL REQUIREMENTS**

**Must have physical capability to pass police physical agility entrance tests. Must have physical capability to run, walk, and climb over rough and unfamiliar terrain, fences and other obstacles for extended periods of time; to bend, accessing attics, crawl spaces, and other recesses of buildings; operate motor vehicle for long periods of time; to subdue persons resisting arrest; to move a disabled or combative individual. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment.**

## **SUPERVISION RECEIVED**

**Work is reviewed by the Police Division Major or other administrative superior to whom incumbent is responsible, through conferences, reports, meetings, and observations. Employees in this classification carry out their responsibilities with considerable latitude to exercise sound technical and command judgment.**

## **SUPERVISION EXERCISED**

**Directs, supervises and is held accountable for the activities of personnel within assigned platoon, shift, unit or District.**